

# APPLICATION FOR EMPLOYMENT

**RETURN TO:** St. Charles Parish Personnel Office  
P. O. Box 302, Hahnville, LA 70057 | Phone: (985) 783-5000  
Fax: (985) 783-1216 | szimmer@stcharlesgov.net



**St. Charles Parish is an equal opportunity employer in accordance with local, state and federal laws.**

Notice to Applicant:

Complete this application carefully. The information will aid us in evaluating your qualifications. Please attach additional paper and/or documents if necessary to more fully explain your answers. St. Charles Parish welcomes all qualified applicants without regard to their race, color, religion, gender, national origin, age, marital status, medical condition or disability. All offers of employment are conditional upon successfully passing all required examinations and lab tests, including a drug screen. Physical and/or other examinations are used to determine whether applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

Date: \_\_\_\_\_

## PERSONAL DATA

Name: \_\_\_\_\_ Social Security Number (Optional): \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_  
Number and Street City State Zip Code

Mailing Address: \_\_\_\_\_  
Number and Street City State Zip Code

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Exact Job Title or Area of Work You are Seeking: \_\_\_\_\_

\* For information on available jobs, visit [stcharlesparish-la.gov](http://stcharlesparish-la.gov) and click on 'Employment' or call (985) 783-5000.

**BELOW THIS LINE FOR PERSONNEL OFFICE USE ONLY**

## JOB INFORMATION

Available for: ☐ Full-time year-round ☐ Part-time year-round working \_\_\_\_\_ hrs/wk  
☐ Seasonal from \_\_\_\_\_ (day/mo) through \_\_\_\_\_ (day/mo) working \_\_\_\_\_ hrs/wk

Can you perform all the essential functions of the job for which you are applying? Yes ☐ No ☐

*\* If you need a copy of a job description call (985) 783-5000 or visit [www.stcharlesparish-la.gov](http://www.stcharlesparish-la.gov) and click 'Employment.'*

If not, please explain accommodation required: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes ☐ No ☐

Are you of legal age to work? Yes ☐ No ☐

If driving a vehicle is a requirement of the job being applied for, please provide:

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*\*Please attach a copy of your driver's license when submitting this application. If you have a CDL license, please attach your health card. For positions that require high school diploma, a GED or a college degree, a copy of the high school diploma, GED certificate or college diploma will be required prior to an interview.*

Consent Notice: A pre-employment Office of Motor Vehicles check will be performed prior to any interview. Initial: \_\_\_\_\_

If you have previously filed an application or tested for a job with St. Charles Parish, please indicate:

Position Title: \_\_\_\_\_ Year/Month: \_\_\_\_\_

## EDUCATIONAL RECORD

Name and location of high school: \_\_\_\_\_

Did you graduate? Yes ☐ No ☐ Choose highest grade completed: 9 10 11 12

Date of graduation: \_\_\_\_\_

Date GED completed: \_\_\_\_\_

List colleges or universities attended:

Name/location	Courses or area of study/credits or degree
---------------	--

Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of graduation: _____
--	---------------------------

List any other specialized training or certifications received: \_\_\_\_\_

## EMPLOYMENT HISTORY

Begin with present employers and work backward for all places of employment during the last 10 years. Current and prior employers are not contacted until after the interview stage of a selection process. Use additional sheets if necessary. Resumes or additional sheets may be included with this application but cannot be substituted for this section of the application.

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Your Title: \_\_\_\_\_ ☐ Full-time ☐ Part-time Hrs/Wk: \_\_\_\_\_

Your Duties: \_\_\_\_\_

From: \_\_\_\_\_ (Mo/Yr) To: \_\_\_\_\_ (Mo/Yr)

Annual Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Your Title: \_\_\_\_\_ ☐ Full-time ☐ Part-time Hrs/Wk: \_\_\_\_\_

Your Duties: \_\_\_\_\_

From: \_\_\_\_\_ (Mo/Yr) To: \_\_\_\_\_ (Mo/Yr)

Annual Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Your Title: \_\_\_\_\_ ☐ Full-time ☐ Part-time Hrs/Wk: \_\_\_\_\_

Your Duties: \_\_\_\_\_

From: \_\_\_\_\_ (Mo/Yr) To: \_\_\_\_\_ (Mo/Yr)

Annual Salary: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

List any other work experience not listed above that relates to the job applied for: \_\_\_\_\_

## ADDITIONAL INFORMATION

Please identify any extended periods during which you did not work reflected in the employment history section and give the reason:

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

Have you been convicted of any violations of the law since your 16th birthday?

*(Do not include traffic violations.)*

Yes ☐

No ☐

Conviction of a violation of the law does not automatically bar you from employment. Each case is considered on its individual merits and evaluated in relation to the position.

Please list date / offense / location / disposition below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If driving a vehicle is a requirement of the job, list all traffic violations or tickets you have had in the past five years, as well as any driver's license suspensions or revocations.

Please list date / offense / location / disposition below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List three individuals who can give reference of your character and ability. Do not include relatives.

Name and address	Phone Number	Occupation	Years Known
------------------	--------------	------------	-------------

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I understand and agree that, as a condition of employment, I may be required to submit to drug and alcohol screening tests to determine compliance with the St. Charles Parish Substance Abuse Policy. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can review and receive a copy of the St. Charles Parish Substance Abuse Policy upon request.

In filling out this application, I understand that St. Charles Parish is in no way obligated to provide, nor am I obligated to accept, employment. I understand that an investigation report may be made whereby information is obtained through personal interviews and third parties, such as past employers, business associates, financial sources, friends, neighbors or others with whom I am acquainted. This inquiry may include information as to character, general reputation and mode of living, whichever may be applicable and appropriate.

I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified information or misleading statements of fact will subject me to dismissal or disqualification. I hereby authorize St. Charles Parish to conduct whatever investigation is necessary and appropriate for the position(s) for which I am applying to include a full criminal history record check and a driving record check. I hereby authorize verification of the information given on this application and authorize the release of all requested information in connection with this application for employment. I understand that any employment will be "at will," which means that the parish has no obligation to employ me in the future. I also understand that this application is the property of St. Charles Parish and will become a part of my personnel file if I am hired.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Applicant must sign in order to be considered for any position with St. Charles Parish)*